

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING MARCH 9, 2016 - WEDNESDAY - 8:00 a.m. WAUKESHA COUNTY AIRPORT TERMINAL BUILDING CONFERENCE ROOM 2525 AVIATION DRIVE

In attendance-

Commissioners: Mike Crowley, Steve Betzler, Mike Payne

Excused: Aldo Madrigano, Kurt Weis

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Jim Singer, Ray Dalman, Gavin Leake, Allison Bussler, Bill Duckwitz, Kim Haines, Erik Weidig

Approve/modify meeting minutes of February 10 2016.

Motion to approve meeting minutes from February 10, 2016 by Commissioner Betzler.

Second by Commissioner Payne, motion carried.

Public comment/correspondence.

In general, noise complaints received by the Airport Administration office are down significantly. When complaints do come in, they are investigated and documented. Commissioner Betzler will assist in introducing the airport to callers to offer a better understanding of the types of aircraft and location of the traffic pattern at Waukesha County Airport.

Chairman's Report.

None.

Discussion and action on assignment and assumption of Hangar 580 Northview Rd Land Lease Agreement between Richard B. Davidson and UES Bluesky Properties LLC.

Waukesha County Airport owns the land hangars are built upon and hangar owners have a land lease agreement with the County. Most agreements begin as a 15-year lease with options for renewal in 5-year increments. When hangar ownership changes hands, an "Assignment and Assumption" document must be drafted by the parties and approved by the Airport Operations Commission to assign the lease agreement to the new hangar owner.

Rick Davidson, hangar owner of 580 Northview Road, is selling this hangar but will be staying on the airfield. UES Bluesky Properties, LLC wishes to purchase the hangar and will assume the existing lease. This agreement has been review by Corporation Counsel and is recommended for approval.

Motion to approve the assignment and assumption of Hangar 580 Northview Road Land Lease agreement between Richard B. Davidson and UES Bluesky Properties, LLC by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

Discussion and action on Hangar 532 Northview Road Lease Agreement between Hangar One, LLC and Waukesha County.

Spring City Aviation is an approved Aeronautical Service Provider and would like to renew several hangar leases on the airfield. However, they have not yet agreed to the terms of this lease and have requested to table this request until April's Commission meeting.

Motion to table discussion and action on Hangar 532 Northview Road Lease Agreement between Hangar One, LLC and Waukesha County by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

Operations Report.

Fuel Farm Flowage: deliveries for Jet A are down approximately 19% for February 2016 compared to February 2015. Overall year-to-date deliveries for February are down approximately 25%.

Tower Operations: February operations for air taxi are down 20% and general aviation operations are down slightly from February 2015. Military operations for the month of February are up over 60% from last year. Overall operations are down approximately 10% year-to-date.

Waukesha Airport ranks fourth overall for operations regionally for January 2016 in comparison with surrounding airports Kenosha, Oshkosh and Janesville.

February offered a nominal snowfall with no complaints from tenants. As airfield turf damage from snow removal surfaces, the contractor will remedy. Should tenants have any specific locations in need repair, contact Airport Operations Supervisor, Matt Grenoble.

Airfield driver training is expanding to include the movement area. This additional training builds on the non-movement area training that each badge holder currently receives. Primarily for employees of businesses that frequently drive in the movement area (i.e. fuel trucks, airplane tow, etc), this training entails a PowerPoint presentation, closed book quiz and a 2-year renewal process.

Airport Managers Report.

Off airport construction continues with many crane requests that penetrate the Height Limitation Zoning Ordinance that require approval. The Airport Administration office readily works with Parks and Land Use department to navigate these requests.

The Airport Administration office monitors off site storm water retention ponds as required by the state Bureau of Aeronautics. The FAA also requires airports to address wildlife concerns with ponds located within 10,000 feet of an airport, encouraging owners to properly mitigate water fowl attractants. Preferably, ponds near airports would be dry retention ponds (that drain completely within 48 hours). If not possible, owners may also install wiring and foliage as to discourage water fowl.

Drone technology is cause for concern for many in the aviation industry. The General Aviation committee of the American Association of Airport Executives (AAAE) is encouraging airports to register for a new technology that will offer a software system that will assist airports communicate with amateur drone users.

All commissioners and aviation industry professionals are invited to attend the Wisconsin Aviation Conference May 2-4, 2016 at the EAA Museum in Oshkosh. There will be a session on drone technology.

The Quad Graphics lease agreement goes before the County Board in April. The agreement was revised to include a slight change in the rate structure.

Commissioners can expect an update on airport financials and the 2015 Annual Report during April's Commission meeting.

The Bureau of Aeronautics hosts their annual Project Meeting where airport staff meet directly with officials to discuss current and pending projects, funding and respective priority. Waukesha Airport's highest priority project is the Runway Safety Area where the highly requested FAA tech-ops will need to be involved. Other lower priority projects such as ramp expansion and a new snow removal equipment building are delayed until higher priority projects are completed.

The current Tower Manager, Scott Vredevoogd, will be leaving Waukesha for a new position in Battle Creek, MI. His replacement is expected to be from the area.

Future Commission Agenda Items.

Update on the grass runway, as available.

Open session of the Waukesha County Airport Operations Commission meeting, dated March 9, 2016 concludes at 8:30am.

Closed Session.

Motion to convene in closed session pursuant to Section 19.85(1)(e), Wisconsin Statutes, for competitive and bargaining reasons to formulate a strategy regarding negotiations with respect to the proposed fixed base operator lease and operating agreement between Atlantic Aviation, Inc. and Waukesha County for the Waukesha County Airport by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

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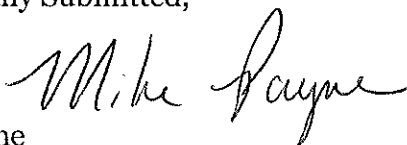
Adjourn Meeting.

Motion to Adjourn by Commissioner Payne, second by Commissioner Betzler, motion carried.

Meeting adjourned at 9:10 a.m.

Next Meeting: Wednesday, April 6, 2016 at 8:00 a.m.

Respectfully Submitted,



Mike Payne

Secretary

Waukesha County Airport Operations Commission

March 15, 2016